

MINUTES OF THE PRE-PROPOSAL MEETING FOR SEPTIC TANK EMPTYING SERVICES HELD ON JANUARY 23, 2014

Time: 11:00 hours

Present:

Paul Stenseth (Contracting Officer), Mubanga Chileshe, Gary Brazeau, Abel Mufaya, Ethel Mwanaumo, representatives from Lunem Enterprises and Egan Sewer Technologies

The Contracting Officer opened the meeting by welcoming everyone. The Embassy Staff were introduced and the contractors introduced themselves. Only two companies were present. Representatives from the current service provider, Geochi Services, were late.

Discussion

The Contracting Officer went through the solicitation document, highlighting the closing date and the evaluation criteria. The Facility Manager, Gary Brazeau, emphasized the need to adhere to the statement of work and to make sure that issues such as hygiene and use of vehicles that are fit for the job are observed. Abel also reiterated the need for the contractor to observe the requirements of the contract.

Question and Answer

1. What happens in the case where the septic tank is dysfunctional or malfunctioning?
Answer: The Embassy Engineers will make an assessment and advise. The contractor should at all times report to the Contracting Officer's Representative anything they find unusual as they carry out their work.
2. Will there be an initial audit of all the septic tanks?
Answer: Yes, this will be at no cost to the Government
3. If something comes up besides the contract and the budget, will it be included?
Answer: This will be handled separately.
4. What about repair of the septic tanks?
Answer: This will also be handled separately after an assessment. It could be assigned to a different company if need be.

The Contracting Officer closed the meeting at 11:40.